

Thabo Mofutsanyana District Municipality



Service Delivery and Budget Implementation Plan (SDBIP)

2017/2018

Table of contents

Item	Page
Definition of the Service Delivery and Budget Implementation Plan (SDBIP)	3
The Service Delivery and Budget Implementation Concept	4
Monitoring, Reporting and Revision	5
Vision, Mission and Core Values	6
IDP Objectives and Strategies	7
Revenue projections by source	17
Revenue and expenditure projections by vote	19

Service delivery targets and performance indicators by vote

23

Detailed Capital Works Plan

36

DEFINITION: SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

In terms of **section 1** of the Municipal Finance Management Act (MFMA) the SDBIP is defined as follows:

“a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include the following:

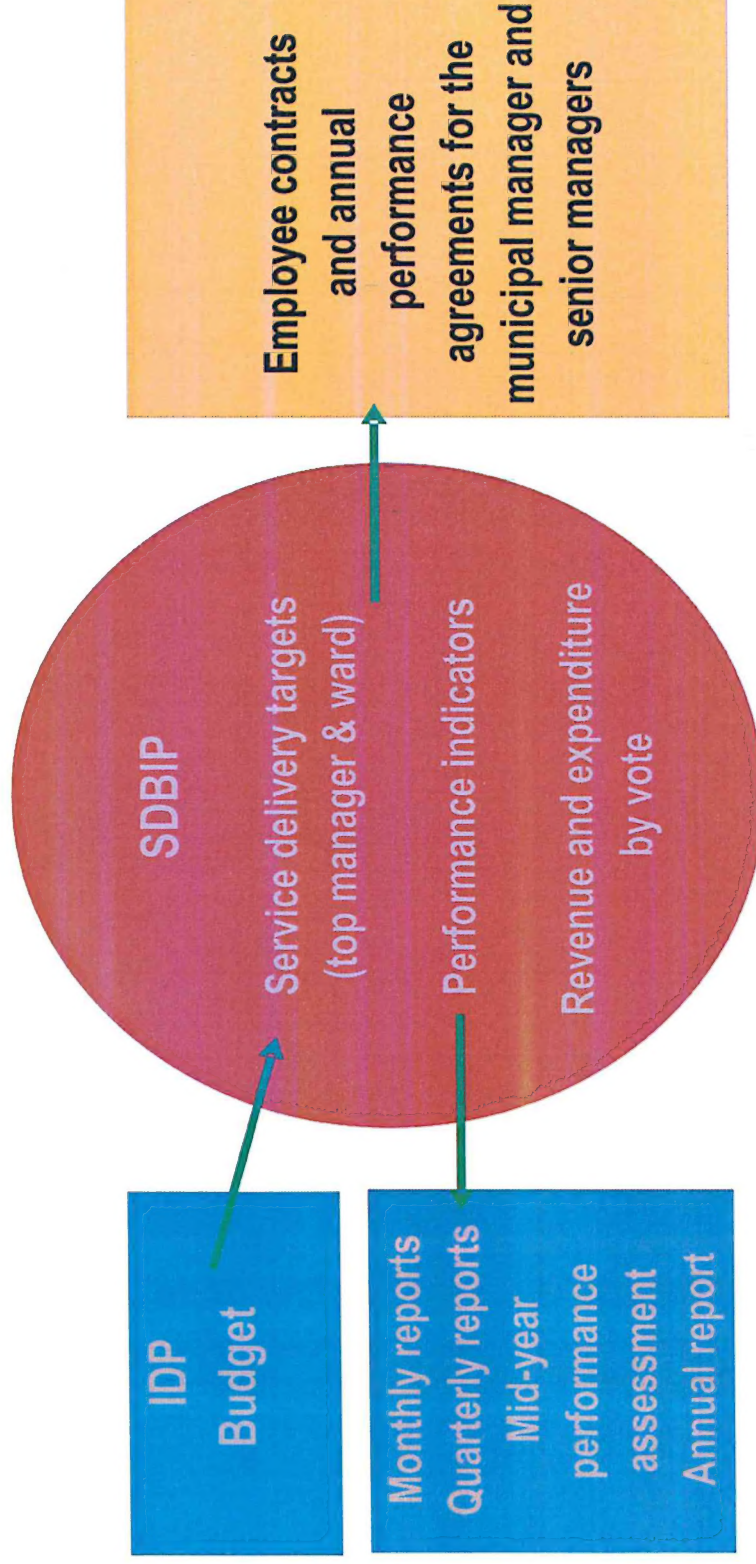
- (a) *projections for each month of –*
 - (i) *revenue to be collected by source; and*
 - (ii) *operational and capital expenditure, by vote;*
- (b) *service delivery targets and performance indicators for each quarter”.*

In terms of the National Treasury MFMA Circular No. 13 of January 2005, the five necessary components of a SDBIP are:

1. Monthly projections of revenue to be collected for each source, for example electricity, water, sanitation, property rates, refuse, fines, grants, etc.
2. Monthly projections of expenditure (operating and capital) and revenue for each vote (directorate).
3. Annual and quarterly projections of service delivery targets and performance indicators for each vote (directorate).
4. Ward information for expenditure and service delivery.
5. Detailed capital works plan (budget broken down by ward).

THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION CONCEPT

What the diagram illustrates is that the SDBIP contains information in regard to service delivery targets, performance indicators and revenue and expenditure. It is also important to note that the SDBIP is firstly informed by the IDP and Budget, secondly that the annual performance agreements/contracts of the Municipal Manager and Senior Managers must be influenced by the SDBIP and thirdly that in-year reporting (monthly and quarterly), and annual reporting should be done against the information contained in the approved SDBIP.



MONITORING, REPORTING AND REVISION

- **Monthly reports** will be submitted by the Directors to the Municipal Manager and by the Municipal Manager to the Executive Mayor in terms of section 71(g)(ii) of the MFMA. Monthly reports will also be submitted to Clusters for review and assessment.
- **Quarterly reports** will be submitted by the Executive Mayor (Mayoral Committee) to Council in terms of section 52(d) of the MFMA indicating progress being made with the implementation of the SDBIP.
- It should also be noted that in terms of section 54(1)(c) any **revisions to the SDBIP** service delivery targets and performance indicators may only be made with the approval of the Council following approval of an adjustments budget.
- It is also required in terms of section 121 that the **Annual Report** of the municipality must include an assessment of performance against measurable objectives and the approved SDBIP.

VISION, MISSION AND CORE VALUES



REVENUE PROJECTIONS BY SOURCE

Revenue Projections by Source

DC19 Thabo Mofutsanyana - Table A4 Budgeted Financial Performance (revenue and expenditure)

DC 19 111000 Moutsaaryana - Table A4 Budgeted Financial Performance (Revenue and Expenditure)															
Description		Ref	2013/14			2014/15		2015/16		Current Year 2016/17			2017/18 Medium Term Revenue & Expenditure Framework		
			Audited Outcome			Audited Outcome		Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
R thousand		1													
<u>Revenue By Source</u>															
Property rates		2	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - electricity revenue		2	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - water revenue		2	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue		2	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue		2	-	-	-	-	-	-	-	-	-	-	-	-	-
Service charges - other															
Rental of facilities and equipment															
Interest earned - external investments			2 473	2 070	1 945	1 215	1 264	1 264	1 264	1 264	1 264	1 425	1 521	1 621	1 621
Interest earned - outstanding debtors															
Dividends received															
Fines, penalties and forfeits															
Licences and permits															
Agency services															
Transfers and subsidies			86 207	108 834	104 349	102 401	103 281	103 281	103 281	103 281	103 281	215 001	120 148	121 283	121 283
Other revenue		2	248	1 573	9 833	3 500	4 409	4 409	4 409	4 409	4 409	3 347	3 540	3 741	3 741
Gains on disposal of PPE			16	70											
Total Revenue (excluding capital transfers and contributions)			88 944	112 548	116 127	107 116	108 954	108 954	108 954	108 954	108 954	219 774	125 209	126 645	126 645
<u>Expenditure By Type</u>															
Employee related costs		2	40 951	47 936	47 627	53 175	53 175	53 175	53 175	53 175	53 175	56 148	59 910	63 864	63 864
Remuneration of councillors			9 044	9 366	9 625	9 252	9 252	9 252	9 252	9 252	9 252	9 340	9 965	10 623	10 623
Debt impairment		3	48	7											
Depreciation & asset impairment		2	1 154	2 810	3 117	3 272	3 503	3 503	3 503	3 503	3 503	3 146	3 325	3 512	3 512
Finance charges			42	372		75	75	75	75	75	75	81	88	96	96
Bulk purchases		2	-	-	-	-	-	-	-	-	-	-	-	-	-

Other materials	8	1 490	1 695	700	1 625	1 875	1 875	2 577	2 790	2 207
Contracted services		2 209	2 676	750	400	760	760	-	300	-
Transfers and subsidies		19 306	18 492	4 621	-	810	810	-	-	-
Other expenditure	4,	19 487	51 815	48 127	36 904	36 313	36 313	148 239	48 729	46 343
Loss on disposal of PPE	5									
Total Expenditure		93 730	135 169	114 565	104 704	105 763	105 763	219 532	125 109	126 645
Surplus/(Deficit)										
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		(4 786)	(22 622)	1 562	2 412	3 191	3 191	242	100	-
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)	6	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)										
Surplus/(Deficit) after capital transfers & contributions		(4 786)	(22 622)	1 562	2 412	3 191	3 191	242	100	-
Taxation										
Surplus/(Deficit) after taxation		(4 786)	(22 622)	1 562	2 412	3 191	3 191	242	100	-
Attributable to minorities										
Surplus/(Deficit) attributable to municipality		(4 786)	(22 622)	1 562	2 412	3 191	3 191	242	100	-
Share of surplus/ (deficit) of associate	7									
Surplus/(Deficit) for the year		(4 786)	(22 622)	1 562	2 412	3 191	3 191	242	100	-

References

1. Classifications are revenue sources and expenditure type
2. Detail to be provided in Table SA1
3. Previously described as 'bad or doubtful debts' - amounts shown should reflect the change in the provision for debt impairment
4. Expenditure type components previously shown under repairs and maintenance should be allocated back to the originating expenditure group/item; e.g. employee costs
5. Repairs & maintenance detailed in Table A9 and Table SA34c
6. Contributions are funds provided by external organisations to assist with infrastructure development; e.g. developer contributions (detail to be provided in Table SA1)
7. Equity method (Includes Joint Ventures)
8. All materials not part of 'bulk' e.g. road making materials, pipe, cable etc.

check balance	272 702	-28 980 657	1 561 992	0	1	1	241 501	100 001	-	-
Total revenue	88 944	112 548	116 127	107 116	108 954	108 954	108 954	219 774	125 209	126 645

REVENUE AND EXPENDITURE PROJECTIONS BY VOTE

Revenue Projections by Vote

DC19 Thabo Mofutsanyana - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

DC 19 111000 MOUTSARIYANA - Table A3 Budgeted Financial Performance (Revenue and Expenditure)															
Vote Description R thousand		Ref	2013/14			2014/15		2015/16		Current Year 2016/17			2017/18 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20		
<u>Revenue by Vote</u>		1													
Vote 1 - Executive and Council			890	2 760	930	-	-								
1.1 - Speaker														46 787	2 887
1.2 - Chief Whip														528	
1.3 - Mayo and Council														12 306	
1.4 - Executive Mayor														12 300	
1.5 - Municipal Manager			890	2 760	930									12 300	
0														18 766	
0															
0															
0															
0															
0															
Vote 2 - Finance and Administration			85 310	118 708	110 006	103 689	104 780	104 780	104 780	104 780	104 780	134 931	36 284	37 096	
2.1 - Finance			85 310	118 708	110 006	103 689	104 780	104 780	104 780	104 780	104 780	13 618	14 532	15 236	
2.2 - Corporate Services												121 314	21 751	21 860	
0															
0															
0															
0															
0															
0															
0															
0															
Vote 3 - Planning and Development			2 728	7 109	5 191	3 427	4 174	4 174	4 174	4 174	4 174	23 665	22 865	22 357	
3.1 - Governance and Strategy												2 763	3 540	3 212	
3.2 - LED and Tourism				3 942	1 011							4 268	4 512	4 311	
3.3 - Infrastructure			2 728	3 167	4 180	3 427	4 174	4 174	4 174	4 174	4 174	13 812	11 882	12 241	
3.4 - Rural Development and Agriculture												2 822	2 931	2 593	

13

[illegible]

1. Insert "Vote": e.g. Department, if different to Functional structure

3. Assign share in 'associate' to relevant Vote

SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS BY VOTE

Thabo Mofutsanyana District Municipality 2017/18 FINAL SDBIP



VPA	Weight	Measurable Objective	KPI	Budget	Priority	Baseline	2017/18 Annual Target	Q1	Q2	Q3	Q4	Final
Infrastructure & Transport Services												
Infrastructure												
Basic Service and Transport		3) Traffic Mats, Active Alleviate Posters and road Safety Campaigns	Y	R 232,000	Y	New	2 Active Alleviate Campaigns	1 Campaign	1 Campaign	-	-	Initiation, Photos, Signed Reports and attendance register
Road Network	Data System	Procurement of the CSI system 100% by the 30 June 2018	Q	R 2,400,000	Q	NEW	100% Procurement of the CSI system	25 % Quarterly Report & Data Verification	25 % Quarterly Report & Data Verification	25 % Quarterly Report & Data Verification	25 % Quarterly Report & Data Verification	Quarterly Reports, Data Verification & Collection and Analysis
Energy Efficiency Demand Management (EEDM) and Facilitating the Access of Energy	Promote Energy Conservation and Efficient Demand Management	Conduct 100% Technical Energy Audits at Thabo Mofutsanyana District Municipality's Offices by 30 June 2018	Q	R 6,000,000	Q	New	Conduct 100% Technical Energy Audits	25% Pre-Audits of Electrical Business Plan and Report	1 Forum	1 Forum	1 Forum	Pre-Audit & Quarterly Reports & Business Plan
District Energy Forums	Number of District Energy fora attended	Number of District Water and sanitation fora attended	Q	OPEX	Q	4	4 fora	1 Forum	1 Forum	1 Forum	1 Forum	Initiation, Photos, Signed Reports and attendance register
District Water and sanitation forums	Number of District Water and sanitation forums attended	Number of meetings with Province (Dept. of Police, Roads & Transport) and the 6 Local Municipalities	Q	OPEX	Q	4	4 fora	1 Forum	1 Forum	1 Forum	1 Forum	Initiation, Photos, Signed Reports and attendance register
Meetings with Province (Dept. of Roads & Transport) and Local Municipality	Number of meetings with Province (Dept. of Police, Roads & Transport) and the 6 Local Municipalities	Number of meetings with Province (Dept. of Police, Roads & Transport) and the 6 Local Municipalities	Q	OPEX	Q	30	10 Meetings	2 Meetings	2 Meetings	2 Meetings	2 Meetings	Initiation, Photos, Signed Reports and attendance register
COMMUNITY SERVICES												
Social Development												
Provide a variety of sport and recreation facilities for staff and communities		Develop 2018/2019 OR Tambo games schedule by 30 June 2018	Y	R 405,000	Y	30-Aug-16	Schedule by 30 June 2018	-	-	-	-	Agenda, Signed minutes and Signed Schedule
Number of OR Tambo games meetings attended by 30 Sep 2018	Number of OR Tambo games meetings attended by 30 Sep 2018	Delivering District team to the provincial games OR Tambo games by 31 Oct 2017	Q	12 Meetings	4 Meetings	2 Meetings	2 Meetings	2 Meetings	2 Meetings	2 Meetings	2 Meetings	Initiation, Agenda, Attendance Register & Signed Minutes of Meeting
Delivering District team to the provincial games OR Tambo games by 31 Oct 2017	Delivering District team by 31 Oct 2017	Successful hosting of the 2017/18 District OR Tambo games by Oct 2017 and selection of team to represent the District at the provincial OR Tambo games	Y	31-Oct-17	Successful hosting of OR Tambo games by 31 Oct 2017	Successful hosting of OR Tambo games by 31 Oct 2017	Successful hosting of OR Tambo games by 31 Oct 2017	Successful hosting of OR Tambo games by 31 Oct 2017	Successful hosting of OR Tambo games by 31 Oct 2017	Successful hosting of OR Tambo games by 31 Oct 2017	Successful hosting of OR Tambo games by 31 Oct 2017	Team Lists & Photos & Report
Arts & Culture	Number of Arts & Culture fora Sitings	Compiling Artists data base in the entire District by the 31 Dec 2017	Q	OPEX	Q	New	3 For a	1 Forum	1 Forum	1 Forum	1 Forum	Initiation, Photos, Signed Reports and attendance register
Promote Arts and Culture	To Promote Arts and Culture in Thabo Mofutsanyana District	Number of participants in the provincial Arts and Culture Festivals (Masulele & Cherry Festivals)	Q	OPEX	Q	New	2	2	2	2	2	Initiation, Photos, Signed Reports and attendance register
Initiation Schools	Promote Healthy and Safe Circumcision of Initiates	Number of Workshops and Assessment of Initiation Schools held with Traditional Leaders, Initiation Schools Committees and Community	Q	OPEX	Q	New	16 Workshops	4 Workshops	4 Workshops	2 Meetings	2 Meetings	Initiation, Photos, Signed Reports and attendance register
Proper Contingency Plan for Disaster at Local Municipal level and District level are in place	Repair and Maintenance of Warden Fire Station	100% Work Completion of Repairs at Warden Fire Station by the 31 Dec 2017	Y	R 650,000	Y	NEW	100 % work Completion	-	-	-	-	Appointment letter of the service provider, photos of the new roof, and work done, signed by the service provider for work done
Procurement of disaster & fire reporting software	Procurement of disaster & fire reporting software	100 % Procurement of Software by the 30 Apr 2018	Y	R 33,000	Y	New	30-Apr-18	-	-	-	-	Submission request to Municipal Manager Delivery Note and Pictures
To Improve the District Fire Services	Number of fire safety workshops Conducted	Number of fire safety workshops Conducted	Q	OPEX	Q	New	2 workshops	1 Workshop	1 Workshop	-	-	Initiation, Photos, Signed Reports and attendance register
Number of fire safety awareness Conducted	Number of fire safety awareness Conducted	Number of fire safety awareness Conducted	Q	OPEX	Q	4	4 Safety Awareness	1 Safety Awareness	1 Safety Awareness	1 Safety Awareness	1 Safety Awareness	Initiation, Photos, Signed Reports and attendance register

Municipal Health Services									
Food control	Number of food premises inspected for compliance	M	OPEX	1055	600 Inspections Dhlabeng 140 Inspections Setetso 100 Inspections Mantsope 80 Inspections Phumelela 100 Inspections Mabulu A Phudung 100 Inspections	150 Inspections	150 Inspections	150 Inspections	150 Inspections
						35 Inspections	35 Inspections	35 Inspections	35 Inspections
						25 Inspections	25 Inspections	25 Inspections	25 Inspections
						20 Inspections	20 Inspections	20 Inspections	20 Inspections
						20 Inspections	20 Inspections	20 Inspections	20 Inspections
						25 Inspections	25 Inspections	25 Inspections	25 Inspections
						25 Inspections	25 Inspections	25 Inspections	25 Inspections
						2	4	2	4
						1 Sample	1 Sample	1 Sample	1 Sample
						1 Sample	1 Sample	1 Sample	1 Sample
Water Quality monitoring	Number of water samples taken	M	OPEX	1057	220 samples Dhlabeng 44 Samples Setetso 36 Samples Mantsope 36 Samples Phumelela 36 Samples Mabulu A Phudung 36 Samples	55	55	55	55
						11 Samples	11 Samples	11 Samples	11 Samples
						9 Samples	9 Samples	9 Samples	9 Samples
						9 Samples	9 Samples	9 Samples	9 Samples
						8 Samples	8 Samples	8 Samples	8 Samples
						9 Samples	9 Samples	9 Samples	9 Samples
						9 Samples	9 Samples	9 Samples	9 Samples
						2	6	6	6
						1 Inspection	1 Inspection	1 Inspection	1 Inspection
						1 Inspection	1 Inspection	1 Inspection	1 Inspection
Water Quality monitoring	Number of Waste/Water treatment plants inspected for compliance	M	OPEX	82	20 Inspections Dhlabeng 4 Inspections Setetso 3 Inspections Mantsope 3 Inspections Phumelela 3 Inspections Mabulu A Phudung 3 Inspections	1 Inspection	1 Inspection	1 Inspection	1 Inspection
						1 Inspection	1 Inspection	1 Inspection	1 Inspection
						1 Inspection	1 Inspection	1 Inspection	1 Inspection
						1 Inspection	1 Inspection	1 Inspection	1 Inspection
						1 Inspection	1 Inspection	1 Inspection	1 Inspection
						1 Inspection	1 Inspection	1 Inspection	1 Inspection
						1 Inspection	1 Inspection	1 Inspection	1 Inspection
						1 Inspection	1 Inspection	1 Inspection	1 Inspection
						1 Inspection	1 Inspection	1 Inspection	1 Inspection
						1 Inspection	1 Inspection	1 Inspection	1 Inspection

To provide a comprehensive Municipal Health and Environmental Management Service to the Community of Thabo Mofutu, nanyana District Municipality

WPA2: LOCAL ECONOMIC DEVELOPMENT	Local Economic Development	20%	Pollution Control	Number of atmospheric emission (Air Quality) licensed premises inspected	OPEX	M	46	16 premises inspected				Inspection Report
								Dhlabang 4 Inspections	1 Inspection	2	6	
Corporate Governance, Good Governance and Community Participation	National Norms and Standards	Percentages(%) Compliance to national Audit	To develop, coordinate and implement a coordinated and coherent health, HIV/AIDS programme in line with National and Provincial Strategic Plans	Number of HIV/AIDS Campaigns conducted	R 242,500	Q	5	4 Campaigns	1 campaign	1 campaign	1 campaign	Inspection
Corporate Governance, Good Governance and Community Participation	Gender & Disability Programmes	Y	31-Dec-17	Y	R 202,500	Y	31-Dec-17	31-Dec-17	-	-	-	Inspection
Corporate Governance, Good Governance and Community Participation	Local Economic Development	Y	31-Dec-17	Y	R 202,500	Y	31-Dec-17	31-Dec-17	-	-	-	Inspection
Marketing and Promotions	Tourism	Q	31-Dec-17	Q	R 170,000	Q	31-Dec-17	31-Dec-17	-	-	-	Inspection

Agriculture										
Create an Enabling Environment for Agri-Economic Growth & Development	Farmer Support Programme	Number of Farmers assisted with Tools of Trade	R 1,600,000	Q	Assisting 15 Farmers	-	Assisting 15 Farmers	-	Submission request to Municipal Manager Proof of Purchase, Deed of Donation and Pictures	
	Agricultural Exhibitions / Shows	Number of District Agricultural and Rural Development fairs held	OPEX	Q	1 Forum	1 Forum	1 Forum	1 Forum	Initiation, Agenda, Attendance Register & Approved signed Minutes of Meeting	
		Sending 13 farmers / 13 learners to NAMPO Day by 30 June 2018	OPEX	Y	Sending 13 farmers / 13 learners by 2018/06/30	0	-	-	Sending 13 farmers / 13 learners by 2018/06/30	
		Sending 13 farmers / 13 learners to agri 5 Commodities workshop by 30 Sep 2017	OPEX	Y	30-Sep-17	-	-	-	30-Jun-17	
		To Ensure Capacity Building of emerging farmers	Training of emerging 100 Emerging farmers on the following: Animal Health, Poultry Production, Poultry Production, Animal Nutrition and Vegetable Production by 30 Jan 2018	R 80,000	Q	30-Jun-18	-	-	-	Signed Report, attendance Register and Photos
Poverty Alleviation and Job Creations	To create job opportunities for unemployed Communities	Employment Contracts of 50 people and signed Report will be in seven days after end of each quarter	R 2,142,000	M	246	59 Contracts & Reports at the 70 days after end of each quarter	70 days after end of each quarter	70 days at the end of each quarter	Employment Contracts and Signed monthly Reports	
CORPORATE SERVICES										
Create a Responsive and Accountable Administration	Corporate Support	Submission of Items from all departments to MMA for Council Agenda 5 days before the Council meeting	OPEX	Q	5 Days before the Council meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	Distribution List	
		Distribution of Agenda to Council Member 3 days before the Council meeting	OPEX	Q	3 Days Before the Council Meeting	3 Days Before the Council Meeting	3 Days Before the Council Meeting	3 Days Before the Council Meeting	Distribution List	
		Submission of Items to Mayor for MAYCO Agenda 5 days before the MAYCO meeting	OPEX	Q	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	5 Days before MAYCO Meeting	Distribution List	
		Distribution of Council Agenda to secretary of the Executive Mayor 2 days before the Council meeting	OPEX	Q	2 Days Before the Council Meeting	2 Days Before the Council Meeting	2 Days Before the Council Meeting	2 Days Before the Council Meeting	Distribution List	
	Human Resources	To Promote Sound Human Resource Management Practices	Number of HR Portfolio Committee meetings held	OPEX	Q	32 Meetings	3 Meetings	3 Meetings	3 Meetings	Portfolio Committee meeting agenda, Signed minutes and attendance register
Maintain the Institutional Capacity to implement the IDP and accompanying programmes effectively and efficiently	Human Resources	Number of Human Resources policies reviewed	OPEX	Q	2 Policies	-	1 Policy	-	1 Policy	Proof of submission to Council, Human Resources Policies and Council resolution
		Review of the Municipal Organogram in order as to ensure Alignment with IDP	OPEX	Y	31-Mar-18	-	31-Mar-18	-	-	Proof of submission to Council, Reviewed Organogram and council resolution
		To develop Workplace skills plan and annual training report	OPEX	Y	30-Apr-18	-	-	-	30-Apr-18	Screen Print for submission to LGSETA
		To create a safe and healthy working environment for staff, Councillors and community members	OPEX	Y	2-Jun-18	-	-	-	2-Jun-18	Distribution List from the departments
		To Promote Transformation in the Workplace	Employment Equity Plan submitted to Council for Approval by the 15 Dec 2017	OPEX	Y	15-Dec-17	-	15-Dec-17	-	-
Improve Access to Communication	Communications	Employment Equity Report to be Submitted to the Department of Labour by the 31 Jan 2018	OPEX	Y	31-Jan-18	-	-	31-Jan-18	-	Print screen for submission to Dept of Labour and EE Plan
		Number of LIF meetings held	OPEX	Q	6 Meetings	1 Meeting	2 Meetings	1 Meeting	2 Meetings	Attendance Register and Signed Minutes of Meetings
		New 5-Year Communication Strategy (2017-2021) developed and submitted to the Municipal Manager by 31 July 2017	OPEX	Y	31-Jul-17	-	-	-	-	Signed Submission Register and Reviewed Communication Strategy
		Develop Corporate Identity and Brand Standards Manual by 31 Dec 2017	OPEX	Y	31-Dec-17	-	31-Dec-17	-	-	Approved Developed Corporate Identity and Brand Standards Manual and council resolution
		Number of Internal Newsletters Published	OPEX	M	12 Newsletters	3 Newsletters	3 Newsletters	3 Newsletters	3 Newsletters	Published Internal Newsletters
action Dissemination through various Communication Channels	Communications	Number of External Newsletters Published	OPEX	Q	4 Newsletters	1 Newsletter	1 Newsletter	1 Newsletter	1 Newsletter	Published external Newsletters
		Number of Communication Platforms used	OPEX	Q	6 Communication Platforms	2 Communication Platforms	1 Communication Platforms	2 Communication Platforms	1 Communication Platforms	Social Media, emails, Websites, Internet, Attachments, Speeches, Booklets and Brochures
		Number of Communication Channels used	OPEX	Q	6 Communication Channels	2 Communication Channels	1 Communication Channels	2 Communication Channels	1 Communication Channels	Advertisements, Audio/Video tapes, Billboards
		Number of Communication Channels used	OPEX	Q	6 Communication Channels	2 Communication Channels	1 Communication Channels	2 Communication Channels	1 Communication Channels	Radios, TV, Newspapers & Flyers
			OPEX	Q	6 Communication Channels	2 Communication Channels	1 Communication Channels	2 Communication Channels	1 Communication Channels	

Page 6 of 8

FINANCE		20%									
FUNCTIONAL AREA	FUNCTIONAL SUB-AREA	FINANCE									
		100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors	100% Payment of Creditors
PAYMENTS	Payment of Creditors within 30 Days of Receipt of Invoice										Creditors Aging Analysis Report
	Preparation of Cashbooks within 10 Days After the end of the Month										10 days After the end of the Month
	Preparation of Creditors Reconciliation within 10 Days After the end of the Month										10 days After the end of the Month
	Preparation of VAT Reconciliation after Submission of VAT Return within 10 Days After the end of the Month										10 days After the end of the Month
To Facilitate Payments	Submission of Returns										10 days After the end of the Month
	Submission of VAT Return within 30 Days After the end of the Month										30 days After the end of the Month
	Reconciliation between Payroll and General Ledger within 5 working days After the end of the Month										5 days After the end of the Month
	Payment of salaries & allowances 25 Days After the beginning of each month										25 Days After the beginning of each month
Prepare Staff Benefits Expenditure	Prepare quarterly expenditure on staff benefits										1 expenditure on staff benefits
											Report submitted in terms of MFMA
BUDGETING											
To Facilitate Budgeting	Submit the Review of Budget & Tariffs Annually by 31 Jan 2018										31-Jan
	Submission of income and expenditure report within 10 working days after the end of the month (Section 71 Report)										10 days After the end of the month
	Submission of Annual Financial Statement to Office of the Auditor General by 31 Aug 2016										31-Aug-17
	Complete Budget time table by 31 Aug 2017										31-Aug-17
	Submission of draft budget and tariffs to council for tabling by 31 March 2018										31-Mar-18
	Submission of budget by the 31 May 2018 to council for approval										31-May-18
SUPPLY CHAIN MANAGEMENT	Preparation of bank reconciliation within 10 Days (10th day of every subsequent month)										10 Days After the end of the month
	Compilation and review of supplier's database quarterly within 10 days After the end of the Quarter										10 days After the end of the Quarter
Procurement of Goods & Services	Monthly reporting of all tenders awarded within 10 Days After the end of the Month										10 days After the end of the Month
	Annual invitation of service providers for inclusion in the Supply Chain Management Database by 31 July 2017										31-Jul-17
	Number of Local SMEs that TMDM has procured services/goods from										5 Local SMEs
	Number of Local Entrepreneurs that TMDM has procured services/goods from										5 Local Entrepreneurs
To Develop and Support Local Co-operatives	Develop Internal Control Measures and Procedure Manuals in the Directorate by the 30 October 2017										30-Oct-17
	Review the Supply Chain Management Policy in terms of Chapter 11 of the MFMA and submit it to Council for Approval by 31st May 2018										31-May-18
ASSET MANAGEMENT											
To Facilitate Management of Assets	Updating of Assets on the Register within 10 Days After the end of the Month										10 days After the end of the Month
	Monthly Asset reconciliation between the GL and the Asset Register within 10 Days After the end of the Month										10 days After the end of the Month
	Assets verification annually by the 10th July 2017										10-Jul-17
	Monthly inventory reconciliation between the inventory list and the GL within 10 working days										10 days After the end of the month
	100% of assets insured by the 31st July 2017										Assets insured by the 2017/07/31

Internal Audit									
Ensure that properly Approved Internal Audit Charter and Coverage Plan are in place	Review and Submission of Internal Audit Charter to Audit Committee by 30 Sep 2017	Y		30-Sep-17					Approved Internal Audit Charter Council Resolution/Minutes
	Submission of Internal Audit Charter to Council by 31 Oct 2017	Y		31-Oct-17					Signed Submission Register, Adopted Internal Audit Charter and Council Resolution/Minutes
	Submission of Internal Audit Coverage Plan to Audit Committee by 30 Sep 2017	Y		30-Sep-17					Approved Internal Audit Plan and Council Resolution/Minutes
	Submission of Internal Audit Coverage Plan to Council by 31 Oct 2017	Y		31-Oct-17					Signed Submission Register, Adopted Internal Audit Plans and Council Resolution/Minutes
	Overall Quarterly Internal Audit Reports submitted to the Municipal Manager by the 25th after the end of the Quarter	Q		25th After the End of the Quarter					Signed Submission Register and submitted overall Reports
	Process of reviewing Audit & Performance Charter by 30 Sep 2017	Y		30-Sep-17					Reviewed Audit & Performance Committee Charter, Audit Charter and Council Resolution/Minutes
	Submission of Audit & Performance Charter to Council by 31 Oct 2017	Y		31-Oct-17					Signed Submission Register
	Number of ordinary audit and performance committee meetings	Q		4 meetings	1 meeting	1 meeting	1 meeting	1 meeting	Minutes of Meeting and Inter-branch register
	RISK MANAGEMENT								
	Review and Submission of Fraud Prevention Plan/Strategy, Risk Policy and Strategy to Risk Management Committee by 31 May 2018	Y		30-Sep-17					Approved minutes of the Risk Management Committee on the reviewed Fraud Prevention Plan/Strategy, Risk Policy and Strategy
Ensure that Strategies and plans are in place	Submission and Approval of Fraud Prevention Plan/Strategy, Risk Management Policy and Strategy to Council by 30 June 2018	Y		31-Oct-17					Attendance and Minutes of Meetings
	Review of Risk management Strategy to risk management Committee by 31 May 2018	Y		30-Sep-17					Attendance register and Minutes of the Meeting
	Number of risk maturity reports issued by Risk Management Committee to the Accounting Officer	Q		4 Risk maturity Reports	1 Risk maturity Report	1 Risk maturity Report	1 Risk maturity Report	1 Risk maturity Report	Risk Maturity Reports
	Number of risk management and fraud training sessions conducted	Q		4 Training sessions	1 Training session	1 Training session	1 Training session	1 Training session	Initiations, Attendance register and report
	Number of risk assessment conducted	Q		4 Risk assessments Registers	1 Risk assessment Register	1 Risk assessment Register	1 Risk assessment Register	1 Risk assessment Register	Signed off strategic, operational, financial and compliance risk registers and reports submitted to Council structures
	Number of risk management Committee Meetings Held	Q		4 Meetings	1 Meeting	1 Meeting	1 Meeting	1 Meeting	Attendance Register & Minutes of Meetings
	INTERNAL CONTROL								
	Submission of 2018/19 IDP Process Plan by 31 August 2017	Y		31-Aug-17					Internal Audit Register
	Submission of 2016/17 Draft Annual Report to AG by 31 Aug 2017	Y		31-Aug-17					AG Acknowledgment of Receipt
	Taking of 2016/17 Draft Annual Report to Council by 31 Jan 2018	Y		31-Jan-18					Copy of Draft Annual Report & Council Resolution
Make the IDP a working Document for all staff	Submission of 2016/17 Final Annual Report to Council for Adoption by 31 Mar 2018	Y		31-Mar-18					Copy of Draft IDP & Council Resolution
	Taking of 2016/19 Draft IDP to Council by 31 Mar 2018	Y		31-Mar-18					Signed Revised IDP
	Signing of Final 2018/19 IDP 28 Days After Adoption of the Budget	Y		28 Days After Budget Adoption					28 Days After Budget Adoption
	Number of District IDP Managers Forc Held	Q		4 Forc	1 Forum	1 Forum	1 Forum	1 Forum	Signed IDP/IDP
	Number of District Back to Basics Coordinators Forc Held	Q		4 Forc	1 Forum	1 Forum	1 Forum	1 Forum	Attendance Register & Minutes of Meetings
Coordinate Number of Spuma Meetings									Attendance Register & Minutes of Meetings
									Attendance Register & Minutes of Meetings

		RANGE/ LEGENDS	TOTAL
SUMMARY OF THE KEY PERFORMANCE INDICATORS			
NUMBER OF KEY PERFORMANCE INDICATORS 2017/18			
Achieved Key Performance Indicators			
Partially Achieved Key Performance Indicators			
Not Achieved Key Performance Indicators			

RECOMMEND BY: *[Signature]*

SIGNATURE : _____

DATE : 12/06/2017

M-TPM LEBENYA
MUNICIPAL MANAGER

APPROVED BY: Debra
 SIGNATURE : _____
 CLUR, Madeline Vukobrat
 EXECUTIVE MANAGER
 DATE: 28/06/2017